

OFFICE OF INFORMATION SERVICES  
FY 1985 FIRST QUARTER REVIEW

0930 Hours, 4 March 1985  
Room 1207, Ames Building

AGENDA

<u>TIME</u>	<u>TOPICS AND SPEAKERS</u>	
0930-0940	<u>Office Overview and MI Career Development</u> <div data-bbox="745 768 1029 814"></div> Director of Information Services	STAT
0940-0950	<u>Automating the Regulatory Process</u> <div data-bbox="740 951 1105 1003"></div> Chief, Regulatory Policy Division	STAT
0950-1005	<u>Historical Review Feasibility Study and Program</u> <div data-bbox="734 1150 1097 1199"></div> Chief, Classification Review Division	STAT
1005-1020	<u>Progress on the FOIA Backlog/Trends/Report to Congress</u> <div data-bbox="737 1371 1079 1423"></div> Chief, Information and Privacy Division	STAT
1020-1045	<u>TRIS Update and Demonstration</u> <div data-bbox="753 1560 1024 1612"></div> Chief, Information Technology Branch, IRMD	STAT

## OFFICE OF INFORMATION SERVICES

### Progress on Certain Action Items Not Presented for Formal Discussion

#### Regulatory Policy Division

The objective to complete the revision of all headquarters and field regulations issued in 1980 and before is being pursued vigorously. Of the original group of 148 headquarters and field regulations issued before 1980, 85 have been revised and republished. Of the original group of 83 headquarters and field regulations issued in 1980, 55 have been revised and republished.

The objective to maintain the regulatory system so that no regulation is older than three years involves several procedures. First, the regulations are identified that need revision either because of the passage of time or significant policy changes. The responsible initiators are then notified and a schedule for submission of revisions is requested. This quarter RPD notified the initiators of the nine regulations dated 1981. All have responded with commitments to submit their proposed revisions.

#### Information Resources Management Division

The objective to establish a full-service ISC in the Ames Building cannot be fully realized until renovations requested almost a year ago are completed. These renovations are to include not only office space modifications but also the installation of air conditioning necessary to support the OIS Wang Alliance system as well as ORD's laser printers to be operated as a common service for the Agency components in Rosslyn. The second part of this objective to refine requirements for the ISCs in the new Headquarters Building is nearly complete except for those from the Office of Security which are expected within the next month.

The search for unaccounted for Top Secret documents in the DI and DO is continuing on schedule. OIS Top Secret control personnel completed a review of the TS holdings in CPAS and have begun a review within SOVA. The number of unaccounted for TS documents in CPAS has now been reduced by almost two-thirds. Audits of two other important DI components will be accomplished by the target date. Concurrently, the DO with OIS guidance has been conducting its own reviews in order to reconcile its unaccounted for TS documents.

Accomplishing the objective to update the vital records schedules of the DS&T and the DCI area has begun with preliminary discussions with the directorate and DCI area RMOs and their component RMOs. A training session for component RMOs will be held soon to cover the essential elements of vital records schedules and how to prepare them.

IRMD is providing direct assistance to the DA component RMOs in completing the disposition schedules for their ADP records. First, a training session was held to review procedures in ADP records scheduling and how to research ADP systems maintained in the offices. An experienced IRMD information analyst was then assigned to provide direct assistance in developing the schedules. Draft schedules of the ADP records of OIS and OTE have been completed. The schedule for OF is nearing completion.

In pursuit of the objective to conduct four information management audits, IRMD has completed one and another is scheduled for completion within two months. The division is in contact with some DI components to determine their audit requirements. Two additional division information analysts will be fully trained in audit techniques by the target date.

#### Classification Review Division

To further develop the proposal for centralized classification review, discussions will soon be held with each of the directorates to obtain agreement for CRD to handle all mandatory review requests received by the Agency. Following such agreement, CRD will develop procedures to receive, review, coordinate, and prepare releases under the mandatory classification review program.

OFFICE: Office of Information Services  
 OBJECTIVE STATEMENT: Institute an Effective Career Development Program  
 RESPONSIBLE OFFICER:   
 SIGNIFICANT FUNDING AMOUNT: \$ \_\_\_\_\_ FY 85  
 DATE SUBMITTED: 12 October 1984

0 = Submitted  
 X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Develop employee skills and professionalism through internal and external training			X			0			0			0	
Develop and implement certification of MI sub-group careerists prior to assignment as Information Management Officers												0	

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Manage the Regulatory System in accordance with Statutes, Executive Orders, and Agency Policy

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted  
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Complete revision of all Hqs and field regulations issued in 1980 and before												0	
Maintain regulatory system so no Hqs or field regulation is older than three years												0	
Continue to automate the regulatory process; train personnel on the Wang Alliance			X			0			0			0	
Continue to reconcile numbering sequence of Notices and Handbooks to the regulations			X			0			0			0	

OFFICE: Office of Information Services  
 OBJECTIVE STATEMENT: Manage an Effective Classification Review Program  
 RESPONSIBLE OFFICER:   
 SIGNIFICANT FUNDING AMOUNT: \$  FY 85  
 DATE SUBMITTED: 12 October 1984

0 = Submitted  
 X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Prepare detailed plan for a selective historical review program and implement			X			0			0			0	
Further develop proposal for centralized classification review									0				
Expand RIMS data base and test system									0				
Update guidelines for reviewing summaries of Agency employment and contribute to updating <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1em; vertical-align: middle;"></span>									0				

STAT

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide timely, consistent responses to requests for release of Agency Information

RESPONSIBLE OFFICER: 

SIGNIFICANT FUNDING AMOUNT: \$ \_\_\_\_\_ FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted  
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Reduce the current case backlog			X			0			0			0	
Develop Agency-wide FOIA action plan, monitor performance, and report to Congress							0						
Streamline the workflow of IPD						0							

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources

RESPONSIBLE OFFICER: SIGNIFICANT FUNDING AMOUNT: \$  FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted  
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Establish full-service ISC in Ames Building; refine requirements for ISCs in new Hqs building												0	
Bring TRIS to initial operating capability and begin training users												0	
Complete search for unaccounted for TS documents in the DI and DO												0	
Initiate disposition of records in accordance with updated records control schedules												0	
Train two employees in archival techniques and implement program at AARC									0				



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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Update the Agency's National Security Classification Guide												0	
Update the vital records schedules of the DS&T and DCI area												0	
Complete the disposition schedules of ADP records in the DA												0	
Conduct four Information Management audits and train two additional employees in audit techniques												0	
Analyze a sampling of permanent records at the AARC to determine their physical condition									0				